

Mr. Dulles:

At such time as Mr. McCone joins the Agency, recommend the following actions:

I. Administrative

A. Office space

STAT  office -- Jess to be temporarily located in space to be vacated by ONE which is moving over the weekend of 29-30 September. (Jess is scheduled to move to the new building sometime between 9-13 October.) General Cabell volunteered to move into  space and make his office available to Mr. McCone if this would be more convenient.

B. Secretary

STAT

C. Telephones

Extensions to be installed as required, to include a White House phone and outside private line if desired.

D. Clearances

I assume the FBI will clear him as it does all Presidential appointments. We will need to request renewal of his Q clearance if not retained, and also other Agency clearances such as COMINT, TKH, etc.

E. Assignment of an official car and chauffeur

DD/S

F. Provide a safe at his residence

Security

G. Other security measures at his residence

Security

H. Use of security aides

As desired

**II. Briefings**

- A. DD/P
- B. DD/I
- C. DD/S
- D. IG
- E. Coordination Staff

**III. Trip**

You indicated Mr. McCone might desire a brief trip to Europe after receiving briefings by the major components. You may wish to consider accompanying him to introduce him to high-level contacts.

JSE  
27 Sep 61